

USER MANUAL FOR E-TRANSFER SYSTEM

App version 4.4.8: Last updated May 12, 2019

POWERED BY: PUNJAB INFORMATION TECHNOLOGY BOARD

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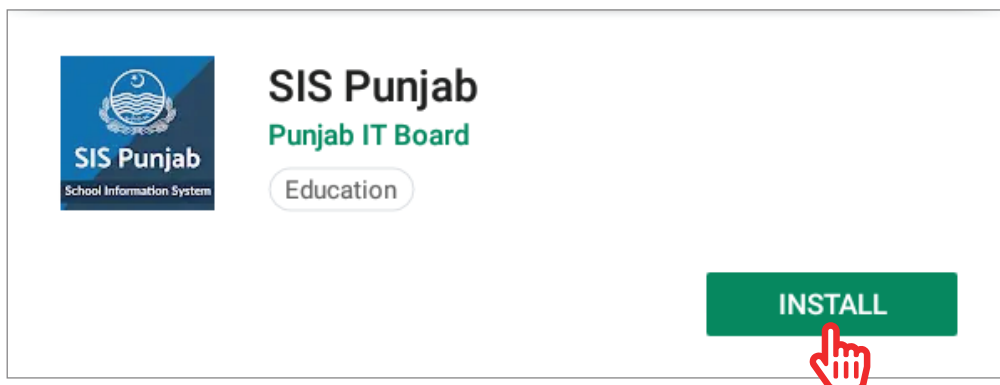
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1.1 Installing SIS Application

SIS App (Android-based application) is available free of cost on Google Play Store goo.gl/9GH7Uq

SIS App can be downloaded on any android-based device in just three easy steps:

- ✓ Go to Google Play Store
- ✓ Write “SIS Punjab” in search bar
- ✓ Click on install button to install SIS Punjab application



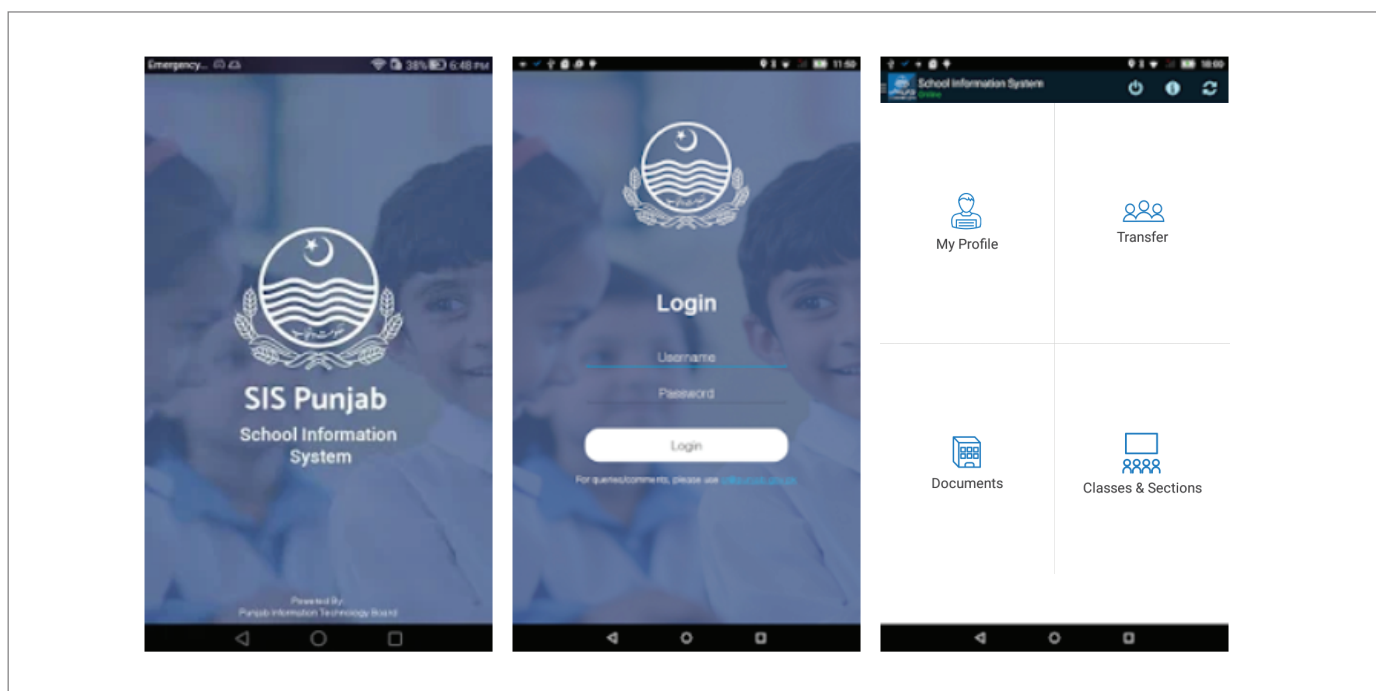
Video link: <https://bit.ly/2IfTsey>

1.2 Getting Started

Login to the SIS App via provided username and password. Usernames and passwords have been sent via SMS on teacher's SIS registered Mobile Phone Numbers.

SIS App is divided into four main modules 1) My Profile, 2) Transfer, 3) Documents 4) Classes and Sections. This user manual explains the functionality of “My profile” and “Transfer” modules.

App Home Screen



Support Mechanism

How to get Username/password, if it has been forgotten

If you have forgotten or not received your username and password yet, please call School Education Hotline (042-111-11-2020). The agents will provide you your username and password via SMS or Email, after necessary verifications.

Section 1. My Profile

Before applying for transfer, teacher must view his/her profile, by clicking on 'My Profile'.

If teacher's data need correction, teacher should contact his/her School Head to get his/her profile data corrected immediately in School SIS App.

Once teacher clicks on the 'Verify Data' button, only then he/she will be able to apply for Transfer.

Teacher can read profile information in English.

PERSONAL INFORMATION	
Name	CNIC
Asma Batool Mirza - أسماء بتول - مرزا	33201-8643474-6
DOB (By CNIC)	DOB (By Matric)
8 Nov 1989	8 Nov 1989
Contact#	Email
0332-6277139	gghssharifabad@gmail.com
Gender	Marital Status
Female	Married
Domicile	Address
JHANG	house no. p 647/13 mahala saman abad toba road jhang saddar

PROFESSIONAL INFORMATION	
Personal Number	Service Type / Grade
31572578	Contract / 16
Designation	Designation Subject
SSE	Science

NOTE: For any correction in your profile, kindly ask school head to update data in the 'Staff' section of school SIS login.

Verify Data

Teacher can read profile information in Urdu as well.

ذاتی معلومات	
نام	کمپیوٹر نوازڈ قومی شناختی کارڈ نمبر
Asma Batool Mirza - أسماء بتول - مرزا	33201-8643474-6
تاریخ پیدائش (میتریک)	تاریخ پیدائش (شناختی کارڈ)
8 Nov 1989	8 Nov 1989
ای میل	رابطہ نمبر
gghssharifabad@gmail.com	0332-6277139
ازدواجی حیثیت	صنف
Married	Female
پتہ	علاقائی ڈسٹرکٹ
house no. p 647/13 mahala saman abad toba road jhang saddar	JHANG

پیشہ ورانہ معلومات	
گریڈ / سروس کی قسم	ذاتی نمبر
Contract / 16	31572578
عہدہ کا مضمون	عہدہ
Science	SSE

نوٹ: آپ کے پروفائل میں کسی بھی اصلاح کے لیے ایس آئی اسکول لاگ ان کے اسٹاف سیکشن میں ڈیٹا کو اپ ڈیٹ کرنے کے لیے برائے مہربانی اسکول کے ہیڈ ماسٹر سے رابطہ کریں۔

ڈیٹا کی توثیق کریں

Incomplete profile will not be verified.

PERSONAL INFORMATION

Name	CNIC
MUHAMMAD ATA UL MUSTAFA - محمد عطاء المصطفیٰ	
DOB (By CNIC)	DOB (By Matric)
4 Apr 1968	4 Apr 1968

PROFESSIONAL INFORMATION

Personal Number	Service Type / Grade
30024529	Regular / 16
Designation	Designation Subject
SST	Arts
Current School	Date of Joining in Current School
GHSS CRESCENT MODEL FAISALABAD	8 Jan 2016

NOTE: For any correction in your profile, kindly ask school head to update data in the 'Staff' section of school SIS login.

Verify Data

Important note

Please note that once teacher data is verified by the teacher, the teacher's profile data will be locked and considered final.

English Urdu

PERSONAL INFORMATION

Name: Asma Batool Mirza - اسماء بتول مرزا CNIC: 33201-8643474-6

DOB (By CNIC): 8 Nov 1989 DOB (By Matric): 8 Nov 1989

Contact#: 0332-6277139 Email: gghssharifabad@gmail.com

Gender: Female Marital Status: Married

Domicile: JHANG Address: house no. p 647/13 mahala saman abad toba road jhang saddar

PROFESSIONAL INFORMATION

Personal Number: 31572578 Service Type / Grade: Contract / 16

Designation: SSE Designation Subject: Science

NOTE: For any correction in your profile, kindly ask school head to update data in the 'Staff' section of school SIS login.

Verify Data



English Urdu

PERSONAL INFORMATION

Name: Asma Batool Mirza - اسماء بتول مرزا CNIC: 33201-8643474-6

DOB (By CNIC): 8 Nov 1989 DOB (By Matric): 8 Nov 1989

Contact#: 0332-6277139 Email: gghssharifabad@gmail.com

Gender: Female Marital Status: Married

Domicile: JHANG Address: house no. p 647/13 mahala saman abad toba road jhang saddar

PROFESSIONAL INFORMATION

Personal Number: 31572578 Service Type / Grade: Contract / 16

Designation: SSE Designation Subject: Science

NOTE: For any correction in your profile, kindly ask school head to update data in the 'Staff' section of school SIS login.

Confirmation

I certify that I have reviewed my profile data thoroughly and verify that my data is complete and correct.

Cancel Yes



English Urdu

PERSONAL INFORMATION

Name: Asma Batool Mirza - اسماء بتول مرزا CNIC: 33201-8643474-6

DOB (By CNIC): 8 Nov 1989 DOB (By Matric): 8 Nov 1989

Contact#: 0332-6277139 Email: gghssharifabad@gmail.com

Gender: Female Marital Status: Married

Domicile: JHANG Address: house no. p 647/13 mahala saman abad toba road jhang saddar

PROFESSIONAL INFORMATION

Personal Number: 31572578 Service Type / Grade: Contract / 16

Designation: SSE Designation Subject: Science

Current School: GHS SHADIE ARAD Date of Joining in Current School: 5 Jul 2016

NOTE: For any correction in your profile, kindly ask school head to update data in the 'Staff' section of school SIS login.

Verifying data

Your profile has been verified.

OK



Section 2. Transfer

Teachers can apply on Merit and on Mutual grounds.

Task 2.1: On-Merit

My Profile

Transfer

Documents

Classes & Sections

Apply for Transfer

On Merit

Mutual

Transfer Application (Merit): Not Submitted

Last date of application submission is: 31May, 2019.

My Transfer Application Applicants from my School

Select transfer type

Open Merit

Wedlock / Compassionate Grounds

Teacher can see his/her transfer applications as well as transfer applications from his/her school

There are two options in on-merit:

- 1: Open merit
- 2: Wedlock/Compassionate grounds

Task 2.1 (a): Applying on open merit

A teacher can apply on open merit, if he/she has spent at least three years in his/her current school.

Transfer Application (Merit): Not Submitted

My Transfer Application
Applicants from my School

Select transfer type

Open Merit

Wedlock / Compassionate Grounds

Transfer Application (Merit): Not Submitted

Transfer applications are **currently not opened**.

My Transfer Application
Applicants from my School

Widow **Unavailable for male teachers.**

Add Documents:

Disability Certificate

Preference 1:

District: BAHAWALNAGAR

Tehsil: BAHAWALNAGAR

GHS SONDHA (31110004)
You can apply for transfer.

GHS RAJU WALA (31110009)
You can apply for transfer.

GHS SANATE KA (31110045)
You can apply for transfer.

Important note

Teacher can select upto 5 preferences of his/her choice with top preference selected first.

Relevant scanned documents must be uploaded where required.

A teacher can select up to 5 preferences for open merit of his/her choice.

Screen 01

Preference # 1
GHS RAJU WALA (31110009)

Select Post:

Post	Vacant
<input checked="" type="radio"/> EST(English) <input type="radio"/> EST(General) <input type="radio"/> SESE(Arts) <input type="radio"/> SESE(English)	1

Apply Close

Screen 02

Preference # 1
GHS RAJU WALA (31110009)

Select Post:

Post	Vacant
<input checked="" type="radio"/> EST(English) <input type="radio"/> EST(General)	

Preference # 1

EST(English)
EST(General)
SESE(Arts)
SESE(English)
in GHS RAJU WALA

Apply Close

Screen 03

Final Confirmation

Please review your application

Name: Shahid Rasheed (شہید رشید)

CNIC: [REDACTED]

Personal No: [REDACTED]

Designation: EST (English)

Posted Against: SESE (English)

Date of Joining in Service: 21 Apr 2014

Date of Joining Current School: 21 Apr 2014

Current School: GES NATHOO DHAKA

My Preferences:

- EST(English) EST(General) SESE(Arts) SESE(English) - GHS RAJU WALA
- EST(English) EST(General) SESE(Arts) SESE(English) - GHS CHAK 279/HR

I confirm that all the data is complete and correct to the best of my knowledge.

Restart Add Preference Submit

Screen 04

Final Confirmation

Please review your application

Name: Shahid Rasheed (شہید رشید)

CNIC: [REDACTED]

Personal No: [REDACTED]

Designation: EST (English)

Posted Against: SESE (English)

Date of Joining in Service: 21 Apr 2014

Date of Joining Current School: 21 Apr 2014

Current School: GES NATHOO DHAKA

My Preferences:

- EST(English) EST(General) SESE(Arts) SESE(English) - GHS RAJU WALA
- EST(English) EST(General) SESE(Arts) SESE(English) - GHS CHAK 279/HR

I confirm that all the data is complete and correct to the best of my knowledge.

Restart Add Preference Submit

Task 2.1 (b): Applying on Wedlock/Compassionate grounds

There are four options for applying in Wedlock/compassionate grounds:

- 1: Wedlock (only for females)
- 2: Disability (for both male and females)
- 3: Divorced (only for females)
- 4: Widow (only for females)


Transfer Application (Merit): Not Submitted

My Transfer Application Applicants from my School

Select transfer type

Open Merit - **You cannot apply for transfer before spending 3 years in this school/post (from 01 Mar 2019)**

Wedlock / Compassionate Grounds



Add Preference

Important note

A teacher can apply on Compassionate grounds once in his/her entire career.

Screen 01

Transfer Application (Merit): Not Submitted

My Transfer Application Applicants from my School

Select transfer type

Open Merit - **You cannot apply for transfer before spending 3 years in this school/post (from 01 Mar 2019)**

Wedlock / Compassionate Grounds

Wedlock **Only available for females.**

Disability **Only available for females.**

Divorced **Only available for females.**

Widow **Only available for females.**

Add Preference

Screen 02

Transfer Application (Merit): Not Submitted

My Transfer Application Applicants from my School

Select transfer type

Open Merit - **You cannot apply for transfer before spending 3 years in this school/post (from 01 Mar 2019)**

Wedlock / Compassionate Grounds

Wedlock **Only available for females.**

Disability **Only available for females.**

Divorced **Only available for females.**

Widow **Only available for females.**

Add Documents:

Disability Certificate

Select from Gallery

Add Preference

Screen 03

Transfer Application (Merit): Not Submitted

My Transfer Application Applicants from my School

Select transfer type

Open Merit - **You cannot apply for transfer before spending 3 years in this school/post (from 01 Mar 2019)**

Wedlock / Compassionate Grounds

Wedlock **Only available for females.**

Disability **Only available for females.**

Divorced **Only available for females.**

Widow **Only available for females.**

Add Documents:

Disability Certificate

Select from Gallery

Preference 1:

District FAISALABAD

Tehsil Select Tehsil

Add Preference

Screen 04

Transfer Application (Merit): Not Submitted

My Transfer Application Applicants from my School

Select from Gallery

Preference 1:

District BAHAWALNAGAR

Tehsil BAHAWALNAGAR

School GHS RAJU WALA

Post EST(English)
EST(General)
SESE(Arts)
SESE(English)

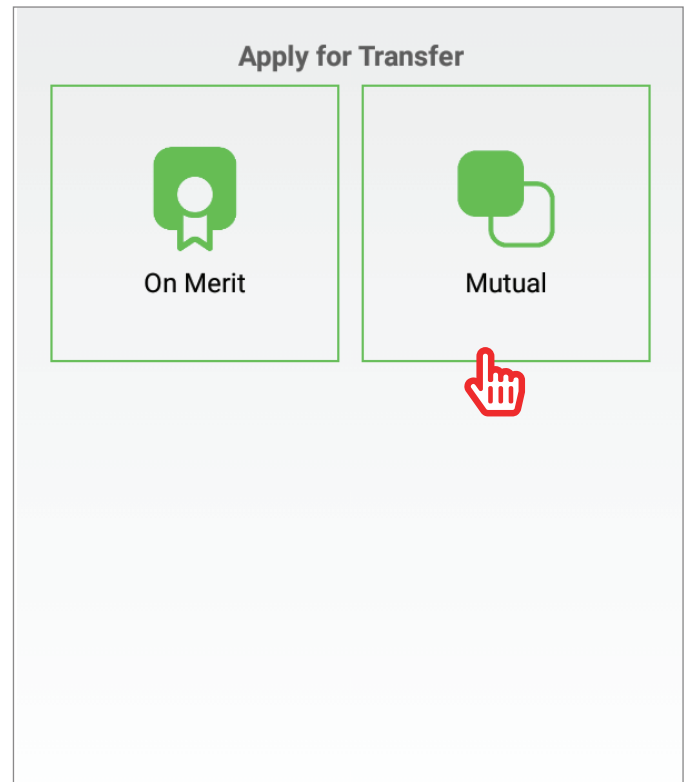
Status Not Submitted

View Details

Restart Add Preference Submit

Task 2.2: Mutual transfer

Teachers can transfer from one school to another on mutual agreement by using mutual transfer option.



For mutual transfer application teacher will select District, Tehsil and School of interest where teacher intends to go.

The screenshot shows a form titled "Transfer Application (Mutual): Not Submitted". It has two fields: "District" with the value "FAISALABAD" and "Tehsil" with the value "Select Tehsil". A red hand cursor is pointing at the "Tehsil" field.

Screen 01

Transfer Application (Mutual): Not Submitted

Last date of application submission is: **31May, 2019.**

District: FAISALABAD

Tehsil: FAISALABAD CITY

School: GPS SHAIKH COLONY FSD

30056571 - Shahnaz Akhtar
Ineligible (different post)

30023352 - MUHAMMAD NOOR
Ineligible (different post)

31871699 - Jawad Ul Hassn
Ineligible (different post)

32050183 - Iqra
Ineligible (different post)

Screen 02

Transfer Application (Mutual): Not Submitted

Transfer applications are **currently not opened.**

District: ATTOCK

Tehsil: ...

School: ...

Confirmation

Please confirm that you are going to apply for mutual transfer with

Personal No:31629096
Name: bilawal sultan

No Confirm

30574756 - muhammad khalid khan
Ineligible (different post)

30805476 - hasnain ali shah
Ineligible (different post)

30800853 - muhammad saleem zafar
Ineligible (different post)

20577717 - muhammad akhtar
Ineligible (different post)

20766541 - salam javed

Screen 03

Final Confirmation

Please review your application

Name: Shahid Rasheed (شاید رشید)

CNIC: ...

Personal No: ...

Designation: EST (English)

Posted Against: SESE (English)

Date of Joining in Service: 21 Apr 2014

Date of Joining Current School: 21 Apr 2014

Current School: GES NATHOO DHAKA

My Preferences:

- EST(English) EST(General) SESE(Arts) SESE(English) - GHS RAJU WALA
- EST(English) EST(General) SESE(Arts) SESE(English) - GHS CHAK 279/HR

I confirm that all the data is complete and correct to the best of my knowledge.

Cancel Submit Application

Restart Add Preference Submit

Screen 04

Final Confirmation

Please review your application

Name: Shahid Rasheed (شاید رشید)

CNIC: ...

Personal No: ...

Designation: EST (English)

Posted Against: SESE (English)

Date of Joining in Service: 21 Apr 2014

Date of Joining Current School: 21 Apr 2014

Current School: GES NATHOO DHAKA

My Preferences:

- EST(English) EST(General) SESE(Arts) SESE(English) - GHS RAJU WALA
- EST(English) EST(General) SESE(Arts) SESE(English) - GHS CHAK 279/HR

I confirm that all the data is complete and correct to the best of my knowledge.

Cancel

Restart Add Preference Submit

Score calculation

Distance 20 Marks

- For Tehsil Cadre 0.5 Marks/km for every km distance after 8 kms
- For District Cadre 0.25 Marks/km for every km distance after 16 km
- For Province Cadre 0.25 Marks/km for every km distance after 24 km
- Distance will be calculated automatically using online tools
- KM distance will be rounded down two decimal places.
- Score will be calculated to two decimal places.
- For cross-district transfers, no marks will be awarded.

Tenure 30 marks

Tenure is to be calculating (using 'Date of Joining of School' or 'Date of Joining of Current Post', whichever is later)

- No marks given for first 3 years.
- 3 marks per year, (with partial marks for partial year). Rounded down to two decimal digits.

Seniority 20 marks

Seniority is to be calculating (using 'Date of Joining of in Current Post')

- 2 marks per year, (with partial marks for partial year). Rounded down to two decimal digits.

Wedlock 15 marks

Compassionate 15 marks